

U.S. House of Representatives  
Committee on Ethics

LEGISLATIVE RESOURCE CENTER

EMPLOYEE POST-TRAVEL DISCLOSURE FORM 17 SEP 14 PM 3:26

This form is for disclosing the receipt of travel expenses from private sources for travel taken in connection with official duties. This form does not eliminate the need to report privately-funded travel on the annual financial Disclosure Statements of those employees required to file them. In accordance with House Rule 25, clause 5, you must complete this form and file it with the Clerk of the House, 135 Cannon House Office Building, within 15 days after travel is completed. Please do not file this form with the Committee on Ethics.

**NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001.**

1. Name of Traveler: Ryan Martin
2. a. Name of accompanying relative: N/A ☐ or None ☒  
b. Relationship to Traveler: ☐ Spouse ☐ Child ☐ Other (specify): N/A
3. a. Dates of departure and return: Departure: 8/29/17 Return: 8/31/17  
b. Dates at personal expense (if any): N/A ☐ or None ☒
4. Departure city: Washington Destination: Knoxville KY Return city: Washington
5. Sponsor(s) (who paid for the trip): Jobs for the Future, with grant from Joyce Foundation
6. Describe meetings and events attended: Meetings to review efforts in rural Kentucky to provide education and training that will help people find jobs and escape poverty
7. Attached to this form are EACH of the following (signify that each item is attached by checking the corresponding box):
  - a. ☒ a completed Sponsor Post-Travel Disclosure Form;
  - b. ☒ the Primary Trip Sponsor Form completed by the trip sponsor prior to the trip, including all attachments and Grantmaking or Non-Grantmaking Sponsor Forms;
  - c. ☒ page 2 of the completed Traveler Form submitted by the employee; **and**
  - d. ☒ the letter from the Committee on Ethics approving my participation on this trip.
8. a. I represent that I participated in each of the activities reflected in the attached sponsor's agenda. (Signify that statement is true by checking box): ☒  
b. If not, explain: N/A

I certify that the information contained on this form is true, complete, and correct to the best of my knowledge.

SIGNATURE OF TRAVELER: [Signature] DATE: 9/1/17

I authorized this travel in advance. I have determined that all of the expenses listed on the attached Sponsor Post-Travel Disclosure form were necessary and that the travel was in connection with the employee's official duties and would not create the appearance that the employee is using public office for private gain.

NAME OF SUPERVISING MEMBER: Kevin Brady DATE: 9/12/17

SIGNATURE OF SUPERVISING MEMBER: [Signature]

U.S. House of Representatives  
Committee on Ethics

## SPONSOR POST-TRAVEL DISCLOSURE FORM

This form must be completed by an officer of any organization that served as the primary trip sponsor in providing travel expenses or reimbursement for travel expenses to House Members, officers, or employees under House Rule 25, clause 5. *A completed copy of the form must be provided to each House Member, officer, or employee who participated on the trip within 10 days of their return.* You must answer all questions, and check all boxes, on this form for your submission to comply with House rules and the Committee's travel regulations. Failure to comply with this requirement may result in the denial of future requests to sponsor trips and/or subject the current traveler to disciplinary action or a requirement to repay the trip expenses.

**NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001.**

1. Sponsor(s) (who paid for the trip): Jobs for the Future
2. Travel Destination(s): Eastern Kentucky (Middlesboro, Benham, Hazard, Pikeville, & Paintsville)
3. Date of Departure: 8/29/2017 Date of Return: 8/31/2017
4. Name(s) of Traveler(s): \_\_\_\_\_  
(NOTE: You may list more than one traveler on a form only if all information is identical for each person listed.)
5. Actual amount of expenses paid on behalf of, or reimbursed to, each individual named in response to Question 4:

	Total Transportation Expenses	Total Lodging Expenses	Total Meal Expenses	Other Expenses (dollar amount per item and description)
Traveler	\$545.75	\$180.00	\$105.27	—
Accompanying Relative				

6. All expenses connected to the trip were for actual costs incurred and not a *per diem* or lump sum payment. (Signify statement is true by checking box): ☒

I certify that the information contained in this form is true, complete, and correct to the best of my knowledge.

Signature: Mary ClaggettName: Mary ClaggettTitle: Director of Workforce PolicyOrganization: Jobs for the Future

I am an officer of the above-named organization (signify statement is true by checking box): ☒

Address: 122 Cst NW Washington, D.C. 20001Telephone number: 617-728-4446Email Address: mclaggett@jff.org

Committee staff may contact the above-named individual if additional information is required.

If you have questions regarding your completion of this form, please contact the Committee on Ethics at (202) 225-7103.

U.S. House of Representatives  
Committee on Ethics

TRAVELER FORM

1. Name of Traveler: Ryan Martin
2. Sponsor(s) (who will be paying for the trip): Jobs for the Future, with a grant from the Joyce Foundation
3. Travel destination(s): Knoxville, TN and travel through eastern Kentucky
4. a. Date of departure 8/29/17 Date of return: 8/31/17  
b. Will you be extending the trip at your personal expense? ☐ Yes ☒ No  
If yes, dates at personal expense: \_\_\_\_\_
5. a. Will you be accompanied by a relative at the sponsor's expense? ☐ Yes ☒ No  
b. If yes:  
(1) Name of accompanying relative: \_\_\_\_\_  
(2) Relationship to traveler: ☐ Spouse ☐ Child ☐ Other (specify): \_\_\_\_\_  
(3) Accompanying relative is at least 18 years of age: ☐ Yes ☐ No
6. a. Did the trip sponsor answer "yes" to Question 9(d) on the Primary Trip Sponsor Form (*i.e.*, travel is sponsored by an entity that employs a registered federal lobbyist or foreign agent and you are requesting lodging for two nights)? ☐ Yes ☒ No  
b. If yes, explain why the second night of lodging is warranted:  
\_\_\_\_\_  
\_\_\_\_\_
7. Primary Trip Sponsor Form is attached, including agenda, invitee list, and any other attachments and contributing sponsor forms: ☒ Yes ☐ No  
NOTE: The agenda should show the traveler's individual schedule, including departure and arrival times and identify the specific events in which the traveler will be participating.
8. Explain why participation in the trip is connected to the traveler's individual official or representational duties. Staff should include their job title and how the activities on the itinerary relate to their duties.  
I am responsible for a number of anti-poverty programs under Ways and Means jurisdiction that are working with those we will meet with to determine if they are helping people get jobs and escape poverty.
9. Is the traveler aware of any registered federal lobbyists or foreign agents involved in planning, organizing, requesting, and/or arranging the trip? ☐ Yes ☒ No

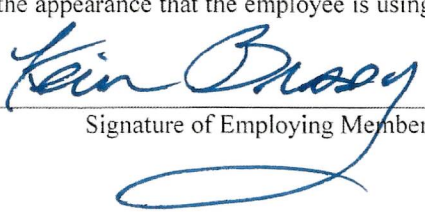
10. **FOR STAFF TRAVELERS:**

**TO BE COMPLETED BY YOUR EMPLOYING MEMBER:**

ADVANCED AUTHORIZATION OF EMPLOYEE TRAVEL

I hereby authorize the individual named above, an employee of the U.S. House of Representatives who works under my direct supervision, to accept expenses for the trip described in this request. I have determined that the above-described travel is in connection with my employee's official duties and that acceptance of these expenses will not create the appearance that the employee is using public office for private gain.

Date: 7/26/17

  
Signature of Employing Member

U.S. House of Representatives  
Committee on Ethics

**PRIMARY TRIP SPONSOR FORM**

This form should be completed by private entities offering to provide travel or reimbursement for travel to House Members, officers, or employees under House Rule 25, clause 5. A completed copy of the form (and any attachments) should be provided to each invited House Member, officer, or employee, who will then forward it to the Committee together with a Traveler Form at least 30 days before the start date of the trip. The trip sponsor should NOT submit the form directly to the Committee. The Committee Web site ([ethics.house.gov](http://ethics.house.gov)) provides detailed instructions for filling out the form.

**NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001. Failure to comply with the Committee's Travel Regulations may also lead to the denial of permission to sponsor future trips.**

1. Sponsor (who will be paying for the trip): Jobs for the Future, with a grant from the Joyce Foundation.
2. I represent that the trip will not be financed (in whole or in part) by a registered federal lobbyist or foreign agent (signify that the statement is true by checking box): ☒
3. Check only one: I represent that:
  - a. the primary trip sponsor has not accepted from any other source funds intended directly or indirectly to finance any aspect of the trip ☐ or
  - b. the trip is arranged without regard to congressional participation and the primary trip sponsor has accepted funds only from entities that will receive a tangible benefit in exchange for those funds ☐ or
  - c. the primary trip sponsor has accepted funds from other source(s) intended directly or indirectly to finance all or part of this trip and has enclosed disclosure forms from each of those entities. ☒  
If "c" is checked, list the names of the additional sponsors: The Joyce Foundation.
4. Provide names and titles of ALL House Members and employees you are inviting. For each House invitee, provide an explanation of why the individual was invited (include additional pages if necessary):  
See attachment two.
5. Is travel being offered to an accompanying relative of the House invitee(s)? ☐ Yes ☒ No
6. Date of departure: 8/29/2017 Date of return: 8/31/2017
7.
  - a. City of departure: Washington, D.C.
  - b. Destination(s): Flying into Knoxville, TN but visit will take place in Eastern Kentucky.
  - c. City of return: Washington, D.C.
8. I represent that (check one of the following):
  - a. The sponsor of the trip is an institution of higher education within the meaning of section 101 of the Higher Education Act of 1965: ☐ or
  - b. The sponsor of the trip does not retain or employ a registered federal lobbyist or foreign agent: ☒ or
  - c. The sponsor employs or retains a registered federal lobbyist or foreign agent, but the trip is for attendance at a one-day event and lobbyist/foreign agent involvement in planning, organizing, requesting, or arranging the trip was *de minimis* under the Committee's travel regulations. ☐
9. Check one of the following:
  - a. I checked 8(a) or (b) above: ☒
  - b. I checked 8(c) above but am not offering any lodging: ☐
  - c. I checked 8(c) above and am offering lodging and meals for one night: ☐ or
  - d. I checked 8(c) above and am offering lodging and meals for two nights: ☐  
If "d" is checked, explain why the second night of lodging is warranted: \_\_\_\_\_

10. Attached is a detailed agenda of the activities the House invitees will be participating in during the travel (i.e., an hourly description of planned activities for trip invitees) (indicate agenda is attached by checking box): ☒

11. Check one:

- a. I represent that a registered federal lobbyist or foreign agent will not accompany House Members or employees on any segment of the trip (signify that the statement is true by checking box): ☒ or  
b. N/A – trip sponsor is a U.S. institution of higher education. ☐

12. For each sponsor required to submit a sponsor form, describe the sponsor's interest in the subject matter of the trip and its role in organizing and/or conducting the trip:

See attachment three.

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13. Answer parts a and b. Answer part c if necessary.

- a. Mode of travel: Air ☒ Rail ☐ Bus ☒ Car ☐ Other ☐ (Specify: \_\_\_\_\_)  
b. Class of travel: Coach ☒ Business ☐ First ☐ Charter ☐ Other ☐ (Specify: \_\_\_\_\_)  
c. If travel will be first class or by chartered or private aircraft, explain why such travel is warranted:  
N/A

14. I represent that the expenditures related to local area travel during the trip will be unrelated to personal or recreational activities of the invitee(s). (signify that the statement is true by checking box): ☒

15. I represent that either (check one of the following):

- a. The trip involves an event that is arranged or organized *without regard* to congressional participation and that meals provided to congressional participants are similar to those provided to or purchased by other event attendees: ☐ or

- b. The trip involves events that are arranged specifically *with regard* to congressional participation: ☒

If "b" is checked:

1) Detail the cost per day of meals (approximate cost may be provided): \_\_\_\_\_  
See attachment four, following Government per diem rates for Eastern Kentucky in August.

2) Provide reason for selecting the location of the event or trip: \_\_\_\_\_  
See attachment two.

16. Name, nightly cost, and reasons for selecting each hotel or other lodging facility:

Hotel name: The Benham Schoolhouse Inn City: Benham, KY Cost per night: \$89.00

Reason(s) for selecting: Location and pricing (100 Central Ave, Benham KY 40807)

Hotel name: Hilton Garden Inn City: Pikeville, KY Cost per night: \$91.00

Reason(s) for selecting: Location and pricing (849 Hambley Blvd, Pikeville KY 41501)

Hotel name: \_\_\_\_\_ City: \_\_\_\_\_ Cost per night: \_\_\_\_\_

Reason(s) for selecting: \_\_\_\_\_

17. I represent that all expenses connected to the trip will be for actual costs incurred and not a per diem or lump sum payment. (signify that the statement is true by checking box): ☒

18. **TOTAL EXPENSES FOR EACH PARTICIPANT:**

<input type="checkbox"/> actual amounts <input checked="" type="checkbox"/> good faith estimates	Total Transportation Expenses per Participant	Total Lodging Expenses per Participant	Total Meal Expenses per Participant
For each Member, Officer, or employee	\$500.75 - \$545.40 (see attachment 4)	\$180.00 (see attachment 4)	\$125.00 (see attachment 4)
For each accompanying relative	N/A	N/A	N/A

	Other Expenses (dollar amount per item)	Identify Specific Nature of "Other" Expenses (e.g., taxi, parking, registration fee, etc.)
For each Member, Officer, or employee	N/A	N/A
For each accompanying relative	N/A	N/A

**NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001.**

19. Check one:

- a. I certify that I am an officer of the organization listed below. ☒ or  
b. N/A — sponsor is an individual or a U.S. institution of higher education. ☐

20. I certify that I am not a registered federal lobbyist or foreign agent for any sponsor of this trip. ☒

21. I certify by my signature that the information contained in this form is true, complete, and correct to the best of my knowledge.

Signature: Maria F. Flynn

Name: Maria Flynn

Title: CEO

Organization: Jobs for the Future

Address: 122 C St NW Washington, D.C. 20001

Telephone number: 617-728-4446

Email address: mflynn@jff.org

If there are any questions regarding this form please contact the Committee at the following address:

Committee on Ethics  
U.S. House of Representatives  
1015 Longworth House Office Building  
Washington, DC 20515  
(202) 225-7103 (phone)  
(202) 225-7392 (general fax)



17. I represent that all expenses connected to the trip will be for actual costs incurred and not a per diem or lump sum payment. (signify that the statement is true by checking box): ☒

18. TOTAL EXPENSES FOR EACH PARTICIPANT:

<input type="checkbox"/> actual amounts <input checked="" type="checkbox"/> good faith estimates	Total Transportation Expenses per Participant	Total Lodging Expenses per Participant	Total Meal Expenses per Participant
For each Member, Officer, or employee	\$500.75 \$545.40 (see attachment 4)	\$180.00 (see attachment 4)	\$125.00 (see attachment 4)
For each accompanying relative	N/A	N/A	N/A

	Other Expenses (dollar amount per item)	Identify Specific Nature of "Other" Expenses (e.g., taxi, parking, registration fee, etc.)
For each Member, Officer, or employee	N/A	N/A
For each accompanying relative	N/A	N/A

**NOTE:** Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001.

19. Check one:

- a. I certify that I am an officer of the organization listed below. ☒ or  
b. N/A—sponsor is an individual or a U.S. institution of higher education. ☐

20. I certify that I am not a registered federal lobbyist or foreign agent for any sponsor of this trip. ☐

21. I certify by my signature that the information contained in this form is true, complete, and correct to the best of my knowledge.

Signature: Ellen Alberding

Name: Ellen Alberding

Title: President

Organization: The Joyce Foundation

Address: 321 North Clark St. Suite #1500 Chicago, IL 60654

Telephone number: 312-782-2464

Email address: swilkins@joycefdn.org

If there are any questions regarding this form please contact the Committee at the following address:

Committee on Ethics  
U.S. House of Representatives  
1015 Longworth House Office Building  
Washington, DC 20515  
(202) 225-7103 (phone)  
(202) 225-7392 (general fax)

U.S. House of Representatives  
Committee on Ethics

GRANTMAKING TRIP SPONSOR FORM

This form should be completed by a public charity or private foundation (both as defined under section 501(c)(3) of the Internal Revenue Code) that provides a grant of funds to another entity to underwrite, in whole or in part, a trip or an event, meal, or activity that will occur during a trip, or a necessary expense that will be incurred during a trip, with express or implicit knowledge or understanding that one or more House Members or employees may participate in or attend that trip or event, or otherwise may be beneficiaries of the gift or donation. **Provide a copy of your completed form to the primary sponsor of the trip.**

**NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001. Failure to comply with the Committee's Travel Regulations may also lead to the denial of permission to sponsor future trips.**

1. I certify that (name of your organization): The Joyce Foundation  
has been designated a § 501(c)(3) nonprofit charitable organization by the Internal Revenue Service.  
☒ Yes ☐ No
2. Name of Primary Trip Sponsor: Jobs for the Future
3. I certify that my organization (*complete a or b*):
  - a. ☒ Has provided a grant, gift, or donation to the above-named Primary Trip Sponsor and conducts an audit or review of its grant, gift, or donation to ensure that the funds are spent in accordance with the terms of its grant, gift, or donation. or
  - b. ☐ Has had a direct role in the organizing, planning, or conducting of a trip to  
(destination) \_\_\_\_\_ on (date) \_\_\_\_\_ that is  
being organized or arranged by the above-named Primary Trip Sponsor.
4. Check one:
  - a. ☒ My organization does not employ or retain a registered federal lobbyist or foreign agent or
  - b. ☐ My organization employs a registered federal lobbyist or foreign agent, but their involvement in planning, organizing, or arranging the trip was *de minimis* under the travel regulations.
5. I certify that I am not a registered federal lobbyist or foreign agent for any sponsor of this trip. ☒
6. I certify by my signature that the information contained in this form is true, complete, and correct to the best of my knowledge.

Signature: Ellen Alberding

Name: Ellen Alberding Title: President

Organization: The Joyce Foundation

Address: 321 North Clark st. Suite #1500 Chicago, IL 60654

Telephone number: 312-782-2464 Email: swilkns@joycefdn.org

If there are any questions regarding this form please contact the Committee at the following address:

Committee on Ethics  
U.S. House of Representatives  
1015 Longworth House Office Building  
Washington, DC 20515  
(202) 225-7103 (phone)  
(202) 225-7392 (general fax)



Susan W. Brooks, Indiana  
*Chairwoman*  
Theodore E. Deutch, Florida  
*Ranking Member*

Patrick Meehan, Pennsylvania  
Trey Gowdy, South Carolina  
Kenny Marchant, Texas  
Leonard Lance, New Jersey

Yvette D. Clarke, New York  
Jared Polis, Colorado  
Anthony Brown, Maryland  
Steve Cohen, Tennessee



ONE HUNDRED FIFTEENTH CONGRESS

## U.S. House of Representatives

### COMMITTEE ON ETHICS

August 21, 2017

Thomas A. Rust  
*Staff Director and Chief Counsel*

Donna Herbert  
*Director of Administration*

Megan Savage  
*Chief of Staff and Counsel to  
the Chairwoman*

Daniel J. Taylor  
*Counsel to the Ranking Member*

1015 Longworth House Office Building  
Washington, D.C. 20515-6328  
Telephone: (202) 225-7103  
Facsimile: (202) 225-7392

Mr. Ryan Martin  
Committee on Ways and Means  
1129 Longworth House Office Building  
Washington, DC 20515

Dear Mr. Martin:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Benham and Pikeville, Kentucky, scheduled for August 29 to 31, 2017, sponsored by Jobs for the Future, with financial support from the Joyce Foundation.

You must complete an Employee Post-Travel Disclosure Form (which your employing Member must also sign) and file it, together with a Sponsor Post-Travel Disclosure Form completed by the trip sponsor, with the Clerk of the House within 15 days after your return from travel. As part of that filing, you are also required to attach a copy of this letter and both the Traveler and Primary Trip Sponsor Forms (including attachments) you previously submitted to the Committee in seeking pre-approval for this trip. If you are required to file an annual Financial Disclosure Statement, you must also report all travel expenses totaling more than \$390 from a single source on the "Travel" schedule of your annual Financial Disclosure Statement covering this calendar year. Finally, Travel Regulation § 404(d) also requires you to keep a copy of all request forms and supporting information provided to the Committee for three subsequent Congresses from the date of travel.

If you have any further questions, please contact the Committee's Office of Advice and Education at extension 5-7103.

Sincerely,

Susan W. Brooks  
Chairwoman

Theodore E. Deutch  
Ranking Member

SWB/TED:re

## **Attachment 2.**

### **Congressional Staff Network for Workforce and Economic Security Issues**

#### **House Invitee List**

**August 29, 2017 Site visit to Eastern Kentucky**

#### **House Staff:**

- Hillary Beard, Legislative Assistant, Rep. Terri Sewell
- Emily Buckman, Senior Legislative Assistant, Rep. Brett Guthrie
- Amy Jones, Director of Education and Human Services Policy, Education and Workforce Committee
- Rosemary Lahasky, Professional Staff Member, Ways and Means Committee
- Ryan Martin, Professional Staff, Ways and Means Committee
- Clay Montgomery, Legislative Assistant, Rep. Hal Rogers
- Alex Payne, Education Policy Advisor, Education and Workforce Committee
- Armita Pedramrazi, Legislative Assistant, Rep. Susan Davis
- James Redstone, Professional Staff Member, Education and Workforce Committee
- Emily Slack, Professional Staff Member, Education and Workforce Committee

**House staff have been invited as a result of their work on education and workforce development issues.** All have primary responsibility over these federal issues in their offices. The site visit will highlight the successes and challenges of the education and workforce programs in Kentucky, specifically in the state's Eastern region.

**Reason for Selecting Location:** JFF selected Eastern Kentucky for this year's visit because the region has been very hard hit economically because of a significant decline in the region's main industry – coal mining. With an economy historically dependent on coal, and a geographic region that is extremely rural, this area has many challenges that state and local leaders are working hard to address. The visit will shed light on the region's economic and workforce challenges and also inform participants of the state's plans for stimulating economic development, addressing their education and skills deficits of its workers, increasing employment rates, and alleviating poverty in the region.

## **Attachment 3.**

- A) **Role of the Sponsor.** Jobs for the Future (JFF) selects sites and topics of interest around which to base site visits and forums, taking into account congressional staff interest, the quality of programming, and whether or not these programs have a relationship to workforce development and education policy. JFF develops and executes the agenda; arranges logistics for the trip; and communicates with the staff. The Joyce Foundation provides a grant to Jobs for the Future to convene and implement the Congressional Staff Network on Workforce and Economic Security Issues.

- B) Purpose of the Trip and Mission of the Sponsor.** Jobs for the Future is interested in the development of education, training and supportive programs and policies that expand opportunities for low income and disconnected youth and adults to attain the education, training and credentials necessary to find good jobs and family sustaining careers. JFF's work is informed by research, analysis, and best practice. The purpose of this trip is to examine high quality and innovative education and workforce training programs that focus on the economic needs of the state, the Eastern Kentucky region, its employers and its people. Staff will see innovative programs that meet the skill needs of the region's crucial industries, talk with students, teachers, state and local officials, and employers who are involved in the development and in carrying out these programs.
- C) History Carrying out Site Visits.** Jobs for the Future has carried out the Congressional Network on Workforce Development and Economic Security for over eight years. As part of that work we have held numerous local forums and conducted multiple site visits where senior congressional staff have the opportunity to see high quality workforce programs and learn from experts and practitioners on the ground, about the impact of federal policy in their fields of responsibility. Our visits have included programs in: Charlotte, NC; Bridgeport, CT; Cincinnati, OH; Madison, WI; Philadelphia, PA; Detroit, MI; Wichita, KS, Nashville, TN and Seattle, WA. The purpose of these trips (and the Network) is to provide in depth learning opportunities for staff on workforce, education and economic security issues.
- D) Other Educational Activities.** JFF works with partners around the country to design and drive the adoption of education and career pathways leading to college and career readiness and career advancement for those struggling to succeed in today's economy. In more than 100 communities across 39 states, JFF improves the pathways leading from high school to college to family-sustaining careers.

#### **Attachment 4: Good Faith Estimates for House Staff Travel and Meal Expenses**

**Airfares:** Each individual's flight was \$395.75 - \$440.40 round-trip.

**On the ground travel estimates:** Transportation (via bus) for two and a half days of site visits: \$3,150 divided by 30 people = Approx. \$105 each.

**Meals:** Will not exceed government per diem rates of \$38.25 on first and last day of travel and \$55.00 on the second day of the trip.



CONGRESSIONAL STAFF NETWORK  
ON WORKFORCE AND ECONOMIC SECURITY

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## AGENDA

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### August 29-31, 2017 Site Visit to Eastern Kentucky

#### Tuesday, August 29

#### Eastern Kentucky Challenges and Outlook

- |                 |   |
|-----------------|---|
| 7:07 AM         | Depart DCA -- American Flight 4343  |
| 8:56 AM         | Arrive Knoxville, TN  |
| 9:30 AM         | Board Bus at Airport  |
| 9:30 – 11:30 AM | Travel to Middlesboro KY – Documentary on Eastern KY  |
| 12:00 Noon      | Arrive Southeast Kentucky Community and Technical College (SKCTS), Middlesboro, KY  |
| 12:00 – 2:00 PM | Welcome, Lunch Meeting, and Tour <ul style="list-style-type: none"><li>• Jeff Whitehead, Executive Director, Eastern Kentucky Concentrated Employment Program (EKCEP)</li><li>• Dr. Vic Adams – President, SKCTS</li><li>• Hon. Albey Brock – Bell County Judge Executive</li><li>• David Ledford – Appalachian Wildlife Foundation</li></ul> |
| 2:00 – 3:15 PM  | Travel to Benham, KY via the Appalachian Wildlife Refuge  |
| 3:15 PM         | Arrive at Benham Schoolhouse Inn  |
| 3:30 – 5:30 PM  | Tour and Presentation, Portal 31, Coal Mining in Eastern Kentucky   |
| 6:30 PM         | Dinner Meeting (Benham Schoolhouse Inn)<br><br>Continued Discussion about the Challenges and On-going Work in Eastern Kentucky <ul style="list-style-type: none"><li>• Dr. Bruce Ayers, Past President, SKCTS</li><li>• Hon. Dan Mosley – Harlan County Judge Executive</li></ul>   |



**CONGRESSIONAL STAFF NETWORK  
ON WORKFORCE AND ECONOMIC SECURITY**

- Jared Arnett, Executive Director, Shaping Our Appalachian Region, Inc. (SOAR) & Blueprint
- Jeff Whitehead, Executive Director, EKCEP

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Teleworks USA – Videos, Conversation; Q & A

**Wednesday, August 30, 2017**

**Aligning Education, Workforce & Economic Development**

- 8:00 AM Depart Benham Schoolhouse Inn for Hazard
- 8:00 to 10 AM Travel to Hazard, KY -- Breakfast on Bus
- Trish Adams, Industry Liaison, EKCEP
- 10:00 - 11:30 AM Hazard Community and Technical College (HCTC)
- Dr. Jennifer Lindon, President, HCTC
- Presentation and Tour of Lineman Training Program
- 11:30 – 2:30 PM Tour One-Stop Career Center, 412 Roy Campbell Dr. Hazard, KY
- Working Lunch and Facilitated Conversations
- Kentucky's Plan for the State and Region
- Hal Heiner, Cabinet Secretary, Education and Workforce Development
  - Adam Meier, Deputy Chief of Staff for Policy, Kentucky Governor's Office
  - Beth Kuhn, Commissioner, Kentucky Department of Workforce Investment
  - Andy Hightower, Senior Policy Advisor, Governor's Education & Workforce Cabinet
  - Jay Box, President, Kentucky Community and Technical College System (KCTCS)
  - Reecie Stagnolia, Vice President for Adult Education, Council on Post Secondary Education
  - Robert Stivers, Kentucky State Senate President, Clay County
- 2:30 PM Depart One-Stop for Pikeville, KY



**CONGRESSIONAL STAFF NETWORK  
ON WORKFORCE AND ECONOMIC SECURITY**

3:30 PM

BitSource

Presentation and Meeting with Students/Employees

- Rusty Justice, Founder, BitSource
- BitSource Employees and Students

5:00 PM

Check in – Hilton Garden Inn, Pikeville, KY

6:00 PM

Dinner Meeting – 8<sup>th</sup> Floor, Hilton Garden Inn

- Paul Patton, former Governor of Kentucky, Chancellor, University of Pikeville College - Welcome
- Tim Robinson, CEO, Addiction Recovery Care, LLC – Discussion of Opioid Addiction Problem in Rural America and How the Eastern Kentucky is Addressing the Crisis.

**Thursday, August 31, 2017**

**Advanced Manufacturing & Economic Development**

7:45 AM

Hotel Check-Out

8:00 AM

Board Bus for Paintsville, KY (Breakfast Boxes on Bus)

9:00 -10:30 AM

eKentucky Advanced Manufacturing Institute (eKAMI)

- Kathy Walker, CEO of eKAMI
- Chuck Sexton, CEO, One East Kentucky

10:45 AM

Depart Paintsville for Cincinnati Airport

2:15 PM

Approximate Arrival at Cincinnati Airport

3:46 PM

Depart Cincinnati Airport -- American Flight 5609 to DCA

5:21 PM

Arrive at DCA

# CONGRESSIONAL STAFF NETWORK DELEGATION

August 29, 2017 – August 31, 2017

Eastern Kentucky

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## PARTICIPANT LIST

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### **Congressional Staff Participants**

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## Joyce Foundation Participants

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## Jobs for the Future Participants

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CONGRESSIONAL STAFF NETWORK  
ON WORKFORCE AND ECONOMIC SECURITY

Hi everyone — as many of you know, Jobs for the Future organizes an annual site visit for staff who participate in our Congressional Staff Network on Workforce and Economic Security Issues. Based on conversations with many of you that began last year, we are planning a site visit to Eastern Kentucky for this year's August Congressional Recess.

Eastern Kentucky has been very hard hit economically in recent years. With an economy historically dependent on coal, and a geographic region that is extremely rural, this area has many challenges that state and local leaders are working hard to address. As part of our visit, we hope to learn not only about the region's education and workforce development programs — but about how many partners are pulling together to transform the region's economy, address the education and skills deficits of its workers, and alleviate poverty in the region.

We will hear from education, workforce development, poverty-focused, and economic development leaders about the challenges they face when a major employer leaves a region and its residents are geographically isolated. We will see education and training programs that are preparing coal miners for coding and other jobs in a growing IT sector in the region. We will see the development of a growing aerospace industry that is developing as the result of converging education, workforce and economic development efforts. We will hear from education programs and students who are training to be counselors to address the growing opioid addiction problem that confronts this community, as well as many other rural communities in the country. And to fully understand the culture and history of the region, we will visit the Portal 31 coal mine, that was the nation's largest coal camp when it was built in 1917.

Because this trip will require significant travel on the ground, we will devote three days to the trip. As a result, it is important that we identify a time that works for you, and save those dates for this visit. As we begin planning our Kentucky visit, we would first like to survey invitees to see which weeks in August work best for most staff. **Please complete this [survey](#) by Wednesday, May 10<sup>th</sup>, 2017** to provide us with your availability. In the coming weeks, we will send more details regarding this year's visit and a calendar invite to hold the dates on your schedule. We really hope you can join us on this visit!

Best,

Mary Clagett, Lexi Barrett, Erica Cuevas, Taylor Maag